

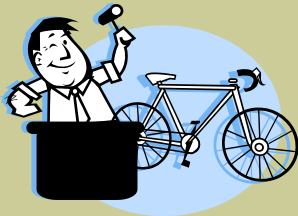
Brickyard News

Special points of interest:

- Helpful Hints
- AMS User Deletes & Changes
- Mandatory Titles
- Notes from the Auditors
- National Hunting and Fishing Day
- August Training Schedule

Auction Information

The next auctions will be held on August 10 & September 8. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.



LA Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

Helpful Hints

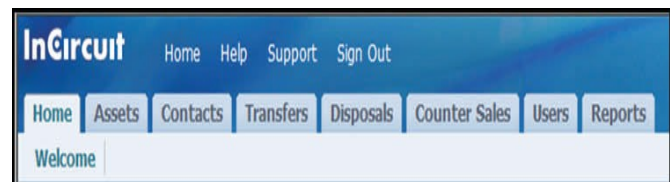
Password Expiration Reminder

AMS Passwords must be changed every 30 days and must contain alpha and numerical characters. The password must not include any spaces, must be at least six characters long, must not contain the users name, initials, user name, or their reverse, and must not be any of the previous three passwords. If at any time the user's password is forgotten or lost, use the security question/answer to update it. If the allowable number of five attempts to gain entry into AMS has been exceeded, the message "This account has been disabled due to excessive login failures." will be displayed. Once this happens, the user cannot reset their password and must click on "Forgot your username or password" and follow the prompts that will generate an e-mail to several people here at LPAA. Please make sure you utilize this service when you need your password reset and do not e-mail one person directly.



AMS Help & Support :: Did you know?

Clicking **Help** at the top of the screen will provide you with an on-screen explanation for the page you are currently working on. You can use this option on almost every page in the system. It provides an easy, fast and detailed answer to questions you may have about the functions of different tabs.



Clicking **Support** will allow you to request assistance with any issue you may be experiencing or task you are uncertain of how to complete when working in AMS. This request will prompt an e-mail with your contact information as well as your support question. The e-mail is then sent to several people here at LPAA. When completing a Support request please make sure that all contact information is correct.

"As Of" Report

Due to recent technical difficulties with the Asset Management System, the "**As Of**" Report has been removed from the Reports page. The good news is that it can be run upon request. If you are in need of this report, please contact Whitney Williams at Whitney.Williams@la.gov.

Certification Reminder

When completing your Annual Certification of Inventory please remember that the signature page from the Certification Report should be the one from the original print-out of the report. We have been receiving a lot of certifications with the signature page printed out the day that the certification is being turned in.

Helpful Hints Continued

Designation Of Property Manager Forms

In order to properly designate someone as Property Manager, they must first be listed as a user in the Asset Management System. We have been receiving numerous property manager designation requests for individuals who are not yet registered in the system as an AMS user. If the new property manager is also a new AMS user then the **Property Manager Designation** form must be accompanied with a **User ID Request Form**. All of these forms can be found on our website in the Online Forms section or upon request by e-mailing Whitney Williams at Whitney.Williams@la.gov.

Keep Your AMS Account Information Updated

User Deletes and Changes

LPAA would like to remind you about how important it is to keep contact information up to date in AMS. This includes emails, phone numbers, fax numbers, and agency addresses. If your agency moves, please send a notification to your auditor with the new address. If you have someone that no longer needs access at your agency still registered in the system, please remember to have their user access deleted. You can do this by filling out the bottom portion of the **User ID Request Form** and check the box next to **Request to Delete User**. Please send forms with updates and/or requests to delete users to Whitney Williams at Whitney.Williams@la.gov. **We suggest all agencies run the User Access List under the Contact Reports and be sure all persons listed are still employed and need access.**



Updating Person Responsible List

It is also important to take a look at your **Person Responsible** list. You can access this list by going to the **Contacts** tab, clicking on **Agencies**, entering your agency number and searching. Once you reach the **Agency Detail** page scroll down to **Person Responsible** and click on the + sign. All of your agency's Persons Responsible can be found here. Take a look at this list and make sure that it is updated with all persons currently assigned to an item. If the person no longer needs to be listed, click on the pencil next to their name and click **Delete**.

Titles Are MANDATORY!



As previously stated in the March 2012 Brickyard News, there is a growing concern about agencies not having appropriate titles. We are still finding that some agencies are not ensuring that every vehicle, mobile home, boat trailer, utility trailer, homemade shop trailer, ATV, UTV or anything else that requires a title has one. Please understand that having a title for these items is **MANDATORY**. If your agency does not have a title for one or more of the items listed above, a duplicate title must be obtained and housed in the office. Compliance officers are being required to aggressively examine whether agencies have a title for every item that requires one. Please double check your files and be sure that each titled item has an original title in the file. The manufacturer's Statement of Origin is not a title and will not be accepted in the place of one. Also, please remember that all dispositions require a title.

From the Auditors...

Reporting Assets as Unlocated

Submitting a change request to alter an asset's status should only be completed when an asset is UNLOCATED or INACTIVE. A change request should only be done to make the asset back ACTIVE. Please do not submit a change request to unlocate your property. To report missing assets as unlocated, type the current year in the "Unlocated Year" field on the asset detail page and click Save.

Routine Site Visits

This fiscal year the auditors will be conducting routine site visits. The purpose of the visit is not to audit you, but allow you the opportunity to ask your auditor any questions and let them know the areas that you are concerned with. Please take advantage of this time and allow them to help you with certification questions, questions about an upcoming audit or anything else you need to discuss. In addition, if you would like to request to have your auditor visit you for a training session or Q&A please contact them by e-mail. Please see their contact information below:

Andy Collier :: Andy.Collier@la.gov : (225) 342-3022

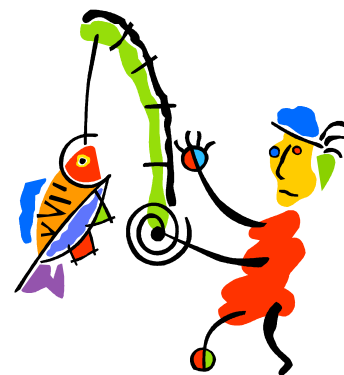
Ben Mercer :: Ben.Mercer@la.gov : (225) 342-3479

Rebecca Kleinpeter :: Rebecca.Kleinpeter@la.gov : (225) 342- 4324

Shannon Rushing :: Shannon.Rushing@la.gov : (225) 342- 6858

2012 National Hunting and Fishing Day

LPAA is excited to announce that we will be hosting a booth at this year's Annual National Hunting and Fishing Day on September 22, 2012 from 9:00 am– 3:00 pm! This exciting and informative event will take place at the Wildlife and Fisheries Waddill Outdoor Education Center in Baton Rouge. The address is 4142 Flannery Road, Baton Rouge, LA 70814. The expo is a fun filled day of food and festivities for those interested in hunting and fishing. It offers a kid friendly environment with lots of live animals, fun games and great giveaways. For more information about National Hunting and Fishing Day events, please call 225-765-2618. We hope to see you there!



August Training Schedule

The **training schedule** has been set for August. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at www.doa.la.gov/lpaa/training.htm. The dates and times of each class are listed below:

Type	Instructor	Location	Date	Time
AMS 8	Whitney Williams	LPAA	August 22, 2012	8:30 am — 11:30 am
Property Rules & Regulations	Tom Lohman	LPAA	August 22, 2012	12:30 pm — 3:30 pm
Fleet Rules & Regulations	Tom Lohman	LPAA	August 23, 2012	8:30 am — 11:30 pm

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to whitney.williams@la.gov.

